



# DATA AND ASSESSMENT MANAGER RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey

*Emma Martin, Headteacher*

<b>JOB TITLE:</b>	<b>DATA AND ASSESSMENT MANAGER</b>
<b>OPPORTUNITY:</b>	We are seeking to appoint a committed Data and Assessment Manager to support and continue the school's Management Information System and accompanying data solutions. The Data and Assessment Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems, staff training and end user support.
<b>REPORTING TO:</b>	Senior Lead – Curriculum Delivery, Assessment & Operations
<b>LOCATION:</b>	Based at Barr's Hill School with a requirement to travel to undertake work at or for academies within the Trust
<b>SALARY:</b>	Grade 5: £25,532 - £30,755 pro rata salary 37 hours per week, 41 weeks per year (term time plus 3 weeks)
<b>BENEFITS – ENHANCING WORKING LIVES:</b>	<ul style="list-style-type: none"> <li>● Competitive rates of pay</li> <li>● Extensive professional development opportunities across the Trust</li> <li>● Career pathways across the Trust</li> <li>● Teacher/Local Authority Pension Schemes</li> <li>● Online retail discount</li> <li>● Employee Assistance Programme</li> <li>● Family Friendly policies to support family &amp; carer commitments</li> <li>● Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturetrust.org.uk/why-work-for-the-futures-trust">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</a></p>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

## JOB DESCRIPTION



### Job Purpose

To manage and co-ordinate the information functions of the school working in partnership with colleagues across the Trust and the Trust Data Team.

### Duties and responsibilities

- Responsible for leading the school in the development of its use of SIMS Assessment Manager in support of teaching and learning across the school.
- Responsible for the day to day operation of the SIMS Assessment Manager System.
- Responsible for the analysis and presentation of behaviour, progress, attendance, enrichment tracking and exclusions data.
- Responsible for the incorporation of all KS2 results, baseline data, target grades, test results and progress data, into Assessment Manager.
- Liaise/support staff involved in data input on a daily basis, providing in house training as appropriate.
- Provide management information to various stakeholders, including Governors, the Headteacher, Leadership Group and the Local Authority. To include statistical information such as absence and cover trends, pupil retention, exam results, ethnicity, travel to school information and all other school data.
- Responsible for the preparation, analysis and production of regular summative assessment data, baseline data, value added analysis data and examination data for the Headteacher, Senior Leadership Group, Heads of Faculty, Tutors and Teachers.
- Liaise with appropriate staff and submit returns to the LA and DFE.
- Co-ordinate the collection and maintenance of pupil progress data, ensuring it is input efficiently. Liaise with appropriate staff.
- Produce set lists of students for staff.
- Responsible for creating the new academic year in sims and ensuring all marksheets are ready for September. Working with the Exams Officer to ensure classes are correctly assigned in Course Manager.
- Responsible for liaison with the Systems Administrator with regard to ensuring the efficient and effective operation of the system including all technical updates of Assessment Manager and other SIMS modules.
- Responsible for the production of written reports using the SIMS package.
- Responsible for the conversion of all SEN information into SIMS.net and the use and distribution of SEN academic data through the SIMS Assessment Manager System
- Responsible for the administration of all new student arrivals – including timetables - and departures during term time.

- Responsible for the preparation and dissemination of the school census data
- Liaise closely with Subject Leaders and their departments to ensure all class teaching lists are accurate
- Download KS2 SATs results and from the Key to Success website for the new intake Year 7 group.
- Liaise closely with the Assistant Headteacher in order to identify and then deliver training to other staff (teaching and non-teaching) on the use of the SIMS Assessment Manager.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> <li>Educated to A Level equivalent, with English and Maths at GCSE Level 4 or above</li> </ul>		Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Effective and confident verbal and written communication skills</li> <li>Excellent organisation and planning, including the ability to be flexible in order to achieve targets</li> <li>Ability to prioritise own workload and work to deadlines</li> <li>Ability to form good working relationships with colleagues and outside organisations</li> <li>Ability to work to high levels of accuracy</li> </ul>		Application Form Interview
Experience	<ul style="list-style-type: none"> <li>Strong Microsoft office experience, in particular Excel</li> <li>Working with, and interpreting data</li> </ul>	<ul style="list-style-type: none"> <li>Experience of producing accurate data for reporting and assessment</li> </ul>	Application Form Interview Assessment
Knowledge and understanding	<ul style="list-style-type: none"> <li>A willingness to undertake training to meet the varying demands of the role</li> <li>Data security – understanding data protection and GDPR</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the school environment</li> <li>Knowledge of SIMS systems</li> </ul>	Interview Assessment
Other requirements	<ul style="list-style-type: none"> <li>A professional role model who is committed to their own professional development and to developing others</li> <li>Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>Able to work calmly under pressure and withstand stress</li> <li>Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview

## HOW TO APPLY

CLOSING DATE:	Monday 10 February 2025
INTERVIEWS:	TBC

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel.: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.